**Rubric for Excel Assignment:**

|  |  |
| --- | --- |
| **4.0** | **Content**: The deliverable is complete and meets the requirements specified in the assignment.  **Data** – The data is accurate as assigned  **Functions** such as SUM(), AVERAGE() are correctly utilized.  **Formulas** such as a simple ratio for “cost per mile” are correct  **Formatting** data such as percentage or dollars and/or boldface is neat and correct  **Title/Heading**: if assigned, heading is appropriate and correct. |
| **3.0** | **Content**: The deliverable is almost complete and almost meets the requirements of the assignment, but there are two or three errors noted in the following categories  **Data** – The data is accurate as assigned  **Functions** such as SUM(), AVERAGE() are correctly utilized.  **Formulas** such as a simple ratio for “cost per mile” are correct  **Formatting** data such as percentage or dollars and/or boldface is neat and correct  **Title/Heading**: if assigned, heading is appropriate and correct |
| **2.0** | **Content**: The deliverable is not complete and only partially meets the requirements of the assignment. There are major defects in one or two of the following categories. Overall, this is “half” of what was expected.  **Data** – The data is accurate as assigned  **Functions** such as SUM(), AVERAGE() are correctly utilized.  **Formulas** such as a simple ratio for “cost per mile” are correct  **Formatting** data such as percentage or dollars and/or boldface is neat and correct  **Title/Heading**: if assigned, heading is appropriate and correct. |
| **1.0** | **Content**: The deliverable is not complete and fails to meet the requirements of the assignment. There are major defects in most of the following categories. Overall, this work is substantially below the expected level.  **Data** – The data is accurate as assigned  **Functions** such as SUM(), AVERAGE() are correctly utilized.  **Formulas** such as a simple ratio for “cost per mile” are correct  **Formatting** data such as percentage or dollars and/or boldface is neat and correct  **Title/Heading**: if assigned, heading is appropriate and correct. |